



**BLBA BULLETIN NO. 12-01**

Issue Date: December 2, 2011

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Expiration Date: Indefinite

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Subject: Authorization to Obtain Earnings Data from the Social Security Administration using Form SSA-581

Background: The Division of Coal Mine Workers' Compensation (DCMWC) will now use the Form SSA-581 to request itemized earning records from Social Security Administration (SSA) effective immediately. The Form SSA-581 has been approved by the Office of Management and Budget (OMB) and may not be altered without approval by SSA. This form replaces the CM-914 (Request for SSA Information).

SSA has created eight SSA-581 Forms for the following district offices: **Greensburg, Johnstown, Wilkes-Barre, Charleston, Parkersburg, Mount Sterling, Pikeville, and Columbus.** To date SSA has not created a Form SSA-581 for our Denver district office but this form is forthcoming. The Denver district office is the only office authorized to continue to use the Form CM-914 until they are instructed otherwise by the National Office (NO).

SSA has been continuing to honor the CM-914. If a follow-up is required with regard to a pending request originally submitted on a Form CM-914 the district office should not submit a new request on the SSA-581. The NO will provide the district offices with an SSA Directory to check on the status of an outstanding itemized earning record's request for CM-914's already in the pipeline and SSA-581's if the information is not received within thirty days.

All district offices should print the forms as needed to maintain an adequate supply for each location. If a district office changes its mailing address and a change is required to the address field the National Office will notify SSA that a revision is needed so that SSA will make the change and prepare a new form for the appropriate district office.

The SSA-581 is being prepared for use in CORS, but until the form has been tested and put into production the preprinted PDF supplied by SSA must be used.

SSA uses a central office location in Wilkes-Barre, PA to receive and process the SSA-581 requests. Please note that SSA has placed a barcode on the Form SSA-581. SSA

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uses the barcode to properly scan and route each request for mailing to the appropriate district office. In the near future the entire process will be handled exclusively in Baltimore, MD. When this happens SSA will prepare and distribute new SSA-581 forms to all district offices.

We have established two new Diary Action Codes for use with the new form. These replace Diary Action Code 914 and should be used in conjunction with the new forms as follows:

- 581      Start    The date the 581 is mailed to the claimant for signature. Do not enter a second time if a follow-up request is necessary.  
            End      The date the signed 581 is received from the claimant.
- 581SS    Start    The date the signed 581 is sent to SSA. Do not enter a second time if a follow-up request is necessary.  
            End      The date the itemized earnings record is received from SSA.

The Denver office will continue to use the CM-914 form and diary action code until SSA creates a Form SSA-581 for that office.

Attached are instructions for using the SSA-581 and a directory of SSA contacts for follow-up purposes.

References: Social Security Administration

Purpose: To change from a fully manual process (CM-914) to a more automated process (SSA-581) in receiving itemized earning records from SSA.

Applicability: Appropriate DCMWC and contract personnel.

Please contact Kathleen Smith in BSRP at [smith.kathleen@dol.gov](mailto:smith.kathleen@dol.gov) if you have any questions.

Disposition: Retain this Bulletin until its expiration date or its incorporation into the Black Lung Benefits Procedure Manual.



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Director

Distribution: All supervisors, claims examiners, workers' compensation specialists and workers' compensation assistants